

KMCB 0310 Medical Law and Ethics

It is imperative that any health-care professional have knowledge of medical law, ethics, and bioethics so that clients are treated with understanding, sensitivity, and compassion. No matter what the professional's education, experience, or position, any client contact involves ethical and legal responsibility. It is also imperative that this knowledge be used to provide the best possible service for the provider and employer. It is also important to note that healthcare is continually changing and evolving, including legal, ethical, and bioethical issues.

Students will be introduced to legal terminology and medical practice management; medical law, liability, and duties; workplace issues; and bioethical issues relating to the health-care industry.

Competencies: Upon completion of this course the student should be able to demonstrate the following competencies:

Competency 1

The student will identify laws, liabilities, and responsibilities affecting healthcare.

Learning Objectives:

- Recognize legal terminology.
- Describe medical law as it relates to medical practice management and healthcare professionals.
- Explain how state and federal regulations affect the structure and operation of healthcare organizations, including professional liability, tort law, confidentiality, fraud and abuse laws, and consent.
- Describe how workplace issues including medical records, reimbursement and collection practices, and employment practices relate to medical law and ethics.

Assessment: Students will demonstrate competency by completing theory exams with a passing score of 80%.

Competency 2

The student will describe ethical and bioethical issues affecting healthcare.

Learning Objectives:

- Identify bioethical issues such as allocation of scarce medical resources and genetic engineering.
- Describe reproductive and end of life issues involving honesty and respect for patient well-being.
- Identify the role of cultural, social, and ethnic diversity as it relates to healthcare professionals.

Assessment: Students will demonstrate competency by completing theory exams with a passing score of 80%.

Read the [Syllabus](#) to understand the expectations for this course. The instructor will go through the syllabus and review the textbook with you on your first day of class.

You will demonstrate satisfactory progress by:

- Reading the chapters and completing the chapter activities
- Completing a Chapter Quiz for each chapter
- Completing a Module Exam for each module
- Completing a Final Exam

In the left navigation bar is a Course Tools menu. It provides information about what tools you need for the course and how to navigate in Canvas.

Start the course with **Module 1** by clicking on the module icon below. You can also click on the **Modules** link in the left navigation bar. Remember to complete each lesson in the order below.

[Module 1 - Understanding the Basics](#)

[Module 2 - Law, Liability, and Duties](#)

[Module 3 - Workplace Issues](#)

[Module 4 - Bioethical Issues](#)

Module 1 Instructions

Module 1 - Understanding the Basics

To be successful and find their profession rewarding and fulfilling, it is essential for healthcare professionals to have a knowledge of law, ethics, and bioethics. Another factor to consider is what type of business organization will best suit their needs and permit them to effectively serve their clients. The health-care setting will consist of a team of people who work in cooperation and collaboration to provide the client with quality health care.

Before you begin working on the modules for Medical Law and Ethics, make sure you have read the course [Syllabus](#)

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and have a copy of the textbook shown below.

Medical Law, Ethics, & Bioethics for the Health Professions, 7th Ed.
Authors: Marcia A. Lewis, Carol D. Tamparo, Brenda M. Tatro
ISBN 978-0-8036-2706-2

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to keep track of your quiz and exam scores. Your scores will show up under "Grades" on the left of your Canvas screen, but you can keep a paper copy as a backup on the Recording Sheet, if you wish.

Module 1 consists of the following chapters:

Chapter 1 - Medical Law, Ethics, and Bioethics

Chapter 2 - Medical Practice Management

Chapter 3 - The Health-Care Team in the Ambulatory Setting

Follow the directions for completing each chapter. You will complete chapter activities and quizzes and take a multiple-choice/true and false test at the end of each module and a Final Test at the end of the course.

Chapter 1 - Medical Law, Ethics, and Bioethics

Knowledge of law, ethics, and bioethics is essential for all health-care professionals. The Ethics Check questions in this chapter offer one approach to address these issues on a personal level. Professional codes of ethics are further guides to performance as a health-care professional. Those who have the professional traits identified in this chapter will be successful health-care employees and will find their profession rewarding and fulfilling. There is no opportunity for boredom in such a fast-paced and rapidly changing field as health care.

Follow the steps below to complete Chapter 1:

1. Read the chapter.
2. Click on this link to the [Chapter 1 PowerPoint presentation](#)

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. Read and review the important points in the presentation.

3. Click on the link below this paragraph to complete the end-of-chapter "Watch It Now!" video for Chapter 1 "Why study law and ethics?". These short video clips cover the ethical and legal questions discussed in the chapter. They allow you to put yourself in the place of answering the questions about how you would make the legal and ethical decisions concerning the scenario that is presented.

[Chapter 1: "Why study law and ethics?" \(Links to an external site.\)Links to an external site.](#)

4. Complete the ten multiple choice/true and false Questions for Review at the end of the chapter and check with the [End of Chapter Exercises Key](#)

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Note: There are a few errors in the answer key. Please check in Canvas within each module to see updates and corrections. They will be noted right after this "End of Chapter Exercises Key" link.

5. Click **Next** to take the [Chapter 1 Quiz](#). Before taking the quiz, make sure you are familiar with the concepts and terms in the chapter.
6. After taking the Quiz, continue to the Chapter 2 instructions.

Chapter 1 Quiz

Instructions

The Chapter 1 Quiz consists of 10 matching and 5 true and false questions. The quiz **must be taken in the classroom** and **will require a password** from your instructor to enter the test. You do not need to be in the

LockDown Browser for this test. Review your quiz responses after taking the test, as you will only have one chance to see your results.

Study the concepts and terms in your chapter before taking the quiz. **You must pass the quiz with at least 80% or higher.** If you do not pass with 80% or better, **you can retake the quiz one time** and the highest score will count as your final grade. Review your chapter before taking the quiz the second time.

Chapter 2 - Medical Practice Management

Physicians and providers will enter one of any number of different group forms of practice management when they begin to practice. These can include sole proprietorships, partnerships, group practices, and professional service corporations. Most will also be related to some form of managed care and may participate in at least one HMO. All forms of medical practice have advantages and disadvantages. The overriding factor for providers to consider is what type of business organization will best permit them to serve their clients and will dictate their responsibilities in all areas of general liability. To be less than meticulous in this area of business can potentially mar a provider's professional reputation.

Follow the steps below to complete Chapter 2:

1. Read the chapter.
2. Click on this link to the [Chapter 2 PowerPoint presentation](#)

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. Read and review the important points in the presentation.

3. Click on the link below this paragraph to complete the end-of-chapter "Watch It Now!" video for Chapter 2 "Where will you choose to work?". These short video clips cover the ethical and legal questions discussed in the chapter. They allow you to put yourself in the place of answering the questions about how you would make the legal and ethical decisions concerning the scenario that is presented.

[Chapter 2: "Where will you choose to work?" \(Links to an external site.\)Links to an external site.](#)

4. Complete the ten multiple choice/true and false Questions for Review at the end of the chapter and check with the [End of Chapter Exercises Key](#)

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5. Click **Next** to take the [Chapter 2 Quiz](#). Before taking the quiz, make sure you are familiar with the concepts and terms in the chapter.

6. After taking the Quiz, continue to the Chapter 3 instructions.

Chapter 2 Quiz

Instructions

The Chapter 2 Quiz consists of 10 matching and 5 true and false questions. The quiz **must be taken in the classroom** and **will require a password** from your instructor to enter the test. You do not need to be in the LockDown Browser for this test. Review your quiz responses after taking the test, as you will only have one chance to see your results.

Study the concepts and terms in your chapter before taking the quiz. **You must pass the quiz with at least 80% or higher.** If you do not pass with 80% or better, **you can retake the quiz one time** and the highest score will count as your final grade. Review your chapter before taking the quiz the second time.

Chapter 3 - The Health-Care Team in the Ambulatory Setting

When considering the education of various health-care professionals, one must remember that each is a vital link in the chain to quality health care. No one functions independently of any other. Each health professional has skills and responsibilities to complement every other health professional. When competition and territoriality cause conflict between professionals, quality health care is diminished. The education, knowledge, and scope of practice for each health-care professional are specifically and purposely designed to complement rather than to conflict. Because health-care delivery is changing every day, it is vital that the health-care team's needs keep changing with it.

Follow the steps below to complete Chapter 3:

1. Read the chapter.
2. Watch the following video about different types of jobs in the healthcare field.

[First-Hand Look at Healthcare Careers \(Links to an external site.\)Links to an external site.](#)

3. Click on this link to the **[Chapter 3 PowerPoint presentation.](#)** Read and review the important points in the presentation.

4. Click on the link below this paragraph to complete the end-of-chapter "Watch It Now!" video for Chapter 3 "Can you be a member of the "team" in health care?". These short video clips cover the ethical and legal questions discussed in the chapter. They allow you to put yourself in the place of answering the questions about how you would make the legal and ethical decisions concerning the scenario that is presented.

[Chapter 3: "Can you be a member of the "team" in health care?" \(Links to an external site.\)Links to an external site.](#)

5. Complete the ten multiple choice/true and false Questions for Review at the end of the chapter and check with the **[End of Chapter Exercises Key](#)**

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6. Click **Next** to take the **[Chapter 3 Quiz.](#)** Before taking the quiz, make sure you are familiar with the concepts and terms in the chapter.

7. Take the **[Module 1 Exam.](#)** This multiple choice/true and false exam will cover the concepts you learned in Chapters 1-3. Review the chapter information, key terms, and Questions for Review to help you prepare for the exam.

8. After completing the Module 1 Exam, continue to Module 2.

Chapter 3 Quiz

Instructions

The Chapter 3 Quiz consists of 10 matching and 5 true and false questions. The quiz **must be taken in the classroom** and **will require a password** from your instructor to enter the test. You do not need to be in the LockDown Browser for this test. Review your quiz responses after taking the test, as you will only have one chance to see your results.

Study the concepts and terms in your chapter before taking the quiz. **You must pass the quiz with at least 80% or higher.** If you do not pass with 80% or better, **you can retake the quiz one time** and the highest score will count as your final grade. Review your chapter before taking the quiz the second time.

Module 1 Exam A- Requires Respondus LockDown Browser

Instructions

The Module 1 Exam covers the material you learned in Chapters 1, 2, and 3. The test will consist of multiple choice/true and false questions. There are two versions of the Module 1 Exam: Module 1 Exam A and Module 1 Exam B. You will only be given **two chances** to pass this test and must score **80% or higher to pass**.

Take the Module 1 Exam A first. *If you score 80% or higher, you do not need to take Exam B.* **If you score below 80% on Exam A, you must take Exam B.** Before you take exam B, make sure you have reviewed the material in the chapters again, as this test will be completely different from exam A. This will be your last attempt and you must receive 80% or higher to master competency for this module!

You **cannot** use your book or any other "test helps" while taking the test, including notes, instructors, other students, the internet, phones, tablets, etc. **The test must be taken in the classroom using the LockDown Browser. Your instructor will need to enter a password before you can access the test.**

If you do not pass Exam A with 80% or higher, click Next to take Exam B. If you pass Exam A with 80% or higher, skip to the next module.

Instructions to use LockDown Browser

LockDown Browser - If you are required to use the Lockdown Browser for your test, follow the instructions below:

Note: LockDown Browser is required for some exams. If LockDown Browser is not installed on your computer, tell your instructor.

1. If you are logged into Canvas, log off and close browser window.
2. On the desktop look for the LockDown Browser (a padlock icon) icon. Double-click the icon.
3. On the Choose Server menu, choose Canvas from the drop down list and click OK.
4. Log into Canvas and select your course.
5. **Make sure you check carefully before you click on the exam link to ensure that you are selecting the correct test.** Once you are in the test, you cannot get out. Your instructor may have a password to get you out of the browser, but you may have to click Submit and you will be given 0% for the test. Your instructor may have to reset the test again at that point.
6. Click on the exam link.
7. Click **Take this exam** link.
8. If a password is required, ask your instructor to put in the password.

9. Read each question and choose the best answer(s).
10. Click the star before the question if you want to come back to it later. The question will be moved to the end of the list.
11. When you have answered all the questions, click the **Submit** button. You will be shown your score. **You must score 80% or higher to pass this test. If you do not pass the test at 80% or higher, you will need to review and study your chapters and take Exam B. You can only retake the test one more time!**
12. If you would like to review the exam as soon as you complete it, just click on the link which says "Review Quiz." If you would like to review it at a later time, you will have to engage the LockDown Browser for the review. Follow Steps 1 through 5.

Module 1 Exam B- Requires Respondus LockDown Browser

Instructions

The Module 1 Exam covers the material you learned in Chapters 1, 2, and 3. The test will consist of multiple choice/true and false questions. There are two versions of the Module 1 Exam: Module 1 Exam A and Module 1 Exam B. You will only be given **two chances** to pass this test and must score **80% or higher to pass**.

Take the Module 1 Exam A first. *If you score 80% or higher, you do not need to take Exam B.* **If you score below 80% on Exam A, you must take Exam B.** Before you take exam B, make sure you have reviewed the material in the chapters again, as this test will be completely different from exam A. This will be your last attempt and you must receive 80% or higher to master competency for this module!

You **cannot** use your book or any other "test helps" while taking the test, including notes, instructors, other students, the internet, phones, tablets, etc. **The test must be taken in the classroom using the LockDown Browser. Your instructor will need to enter a password before you can access the test.**

If you do not pass Exam B with 80% or higher, check with your instructor to see what you should do to pass this module. If you passed Exam B with 80% or higher, click Next to go to the next Module.

Instructions to use LockDown Browser

LockDown Browser - If you are required to use the Lockdown Browser for your test, follow the instructions below:

Note: LockDown Browser is required for some exams. If LockDown Browser is not installed on your computer, tell your instructor.

1. If you are logged into Canvas, log off and close browser window.
2. On the desktop look for the LockDown Browser (a padlock icon) icon. Double-click the icon.
3. On the Choose Server menu, choose Canvas from the drop down list and click OK.
4. Log into Canvas and select your course.
5. **Make sure you check carefully before you click on the exam link to ensure that you are selecting the correct test.** Once you are in the test, you cannot get out. Your instructor may have a password to get you out of the browser, but you may have to click Submit and you will be given 0% for the test. Your instructor may have to reset the test again at that point.
6. Click on the exam link.
7. Click **Take this exam** link.
8. If a password is required, ask your instructor to put in the password.
9. Read each question and choose the best answer(s).

10. Click the star before the question if you want to come back to it later. The question will be moved to the end of the list.
11. When you have answered all the questions, click the **Submit** button. You will be shown your score. **You must score 80% or higher to pass this test. If you do not pass the test at 80% or higher, you will need to review and study your chapters and take Exam B. You can only retake the test one more time!**
12. If you would like to review the exam as soon as you complete it, just click on the link which says “Review Quiz.” If you would like to review it at a later time, you will have to engage the LockDown Browser for the review. Follow Steps 1 through 5.

Module 2 Instructions

Module 2 - Law, Liability, and Duties

Healthcare professionals need to be aware of local, state, and federal legislation and regulations in the delivery of healthcare. They also need to be knowledgeable of the law and aware of their professional responsibilities and liabilities. Healthcare professionals need to be aware of their public duties and function within legal and ethical guidelines. Clients must also be thoroughly informed about their rights and responsibilities to make the best decisions about their healthcare.

Module 2 consists of the following chapters:

Chapter 4 - State and Federal Regulations

Chapter 5 - Professional Liability

Chapter 6 - Law for Health Professionals

Chapter 7 - Public Duties

Chapter 8 - Consent

Follow the directions for completing each chapter. You will complete chapter activities and quizzes and take a multiple-choice/true and false test at the end of this module.

Chapter 4 - State and Federal Regulations

Providers must be aware of all state and federal rules and regulations to practice medicine. Among those regulations are licensure, certifications, and HIPAA regulations which protect client confidentiality. Healthcare professionals also have a responsibility in preventing and treating substance abuse. They must be aware that there are numerous changes taking place not only with treatments and research but also with the organization and the methods of delivery of health care that may affect both federal and state regulations.

Follow the steps below to complete Chapter 4:

1. Read the chapter.
2. Watch the following video that explains how it is just as important for a healthcare professional to protect personal health information, as the care you deliver.

[Health Information Privacy The HIPAA Privacy Rule \(Links to an external site.\)Links to an external site.](#)

3. Click on this link to the [Chapter 4 PowerPoint presentation](#)

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. Read and review the important points in the presentation.

4. Click on the link below this paragraph to complete the end-of-chapter "Watch It Now!" video for Chapter 4 "When do you find time for CEUs?". These short video clips cover the ethical and legal questions discussed in the chapter. They allow you to put yourself in the place of answering the questions about how you would make the legal and ethical decisions concerning the scenario that is presented.

[Chapter 4: "When do you find time for CEUs?" \(Links to an external site.\)Links to an external site.](#)

5. Complete the ten multiple choice/true and false Questions for Review at the end of the chapter and check with the **[End of Chapter Exercises Key](#)**

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6. Click **Next** to take the **[Chapter 4 Quiz](#)**. Before taking the quiz, make sure you are familiar with the concepts and terms in the chapter.

7. After taking the Quiz, continue to the Chapter 5 instructions.

Chapter 4 Quiz

Instructions

The Chapter 4 Quiz consists of 10 matching and 5 true and false questions. The quiz **must be taken in the classroom and will require a password** from your instructor to enter the test. You do not need to be in the LockDown Browser for this test. Review your quiz responses after taking the test, as you will only have one chance to see your results.

Study the concepts and terms in your chapter before taking the quiz. **You must pass the quiz with at least 80% or higher.** If you do not pass with 80% or better, **you can retake the quiz one time** and the highest score will count as your final grade. Review your chapter before taking the quiz the second time.

Chapter 5 - Professional Liability

When physicians and certain providers become licensed, they become professionally liable for themselves and their employees. Well-established compliance plans and employees who are conscientious with regard to risk management will aid the provider in managing the clinic's risks. It is advisable to seek professional legal advice promptly If litigation becomes a reality.

Follow the steps below to complete Chapter 5:

1. Read the chapter.
2. Click on this link to the **[Chapter 5 PowerPoint presentation](#)**. Read and review the important points in the presentation.
3. Click on the link below this paragraph to complete the end-of-chapter "Watch It Now!" video for Chapter 5 "How do you manage unpleasant situations?". These short video clips cover the ethical and legal questions discussed in the

chapter. They allow you to put yourself in the place of answering the questions about how you would make the legal and ethical decisions concerning the scenario that is presented.

[Chapter 5 "How do you manage unpleasant situations?" \(Links to an external site.\)Links to an external site.](#)

4. Complete the ten multiple choice/true and false Questions for Review at the end of the chapter and check with the **[End of Chapter Exercises Key](#)**

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. (Note: The answer to #5 is incorrect. The answer should be "e.")

5. Click **Next** to take the [Chapter 5 Quiz](#). Before taking the quiz, make sure you are familiar with the concepts and terms in the chapter.

6. After taking the Quiz, continue to the Chapter 6 instructions.

Chapter 5 Quiz

Instructions

The Chapter 5 Quiz consists of 10 matching and 5 true and false questions. The quiz **must be taken in the classroom** and **will require a password** from your instructor to enter the test. You do not need to be in the LockDown Browser for this test. Review your quiz responses after taking the test, as you will only have one chance to see your results.

Study the concepts and terms in your chapter before taking the quiz. **You must pass the quiz with at least 80% or higher.** If you do not pass with 80% or better, **you can retake the quiz one time** and the highest score will count as your final grade. Review your chapter before taking the quiz the second time.

Chapter 6 - Law for Health Professionals

Ambulatory health-care employees must be knowledgeable of the law and aware of their professional responsibilities so that they can act responsibly. Many of the duties and activities that occur in the health-care world require knowledge of the law to prevent illegal acts. Legal counsel should always be sought, when in doubt. This chapter will only cover the basic information that the health-care employee may need. It does not provide legal advice.

Follow the steps below to complete Chapter 6:

1. Read the chapter.
2. Click on this link to the [Chapter 6 PowerPoint presentation](#)

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. Read and review the important points in the presentation.

3. Click on the link below this paragraph to complete the end-of-chapter "Watch It Now!" video for Chapter 6 "Why is law important in health care?". These short video clips cover the ethical and legal questions discussed in the chapter. They allow you to put yourself in the place of answering the questions about how you would make the legal and ethical decisions concerning the scenario that is presented.

[Chapter 6 "Why is law important in health care?" \(Links to an external site.\)Links to an external site.](#)

4. Complete the ten multiple choice/true and false Questions for Review at the end of the chapter and check with the [End of Chapter Exercises Key](#)

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5. Click **Next** to take the [Chapter 6 Quiz](#). Before taking the quiz, make sure you are familiar with the concepts and terms in the chapter.

6. After taking the Quiz, continue to the Chapter 7 instructions.

Chapter 6 Quiz

Instructions

The Chapter 6 Quiz consists of 10 matching and 5 true and false questions. The quiz **must be taken in the classroom** and **will require a password** from your instructor to enter the test. You do not need to be in the LockDown Browser for this test. Review your quiz responses after taking the test, as you will only have one chance to see your results.

Study the concepts and terms in your chapter before taking the quiz. **You must pass the quiz with at least 80% or higher.** If you do not pass with 80% or better, **you can retake the quiz one time** and the highest score will count as your final grade. Review your chapter before taking the quiz the second time.

Chapter 7 - Public Duties

Health-care professionals not only have a duty to protect the health of their clients, but also have a responsibility to protect the community as a whole. They must follow certain statutory and regulatory requirements. Some of these public duties include: reporting births and deaths, reporting communicable diseases, providing immunizations, reporting injuries that concern the public welfare, reporting abuse and neglect, and gathering evidence. Health-care professionals should have the appropriate knowledge and education to provide the best medical care and function within legal and ethical guidelines. They also need to be aware of the established policies regarding public duties, including the inquiry and reporting process, in their workplace. Being aware and knowledgeable of any community agencies that can provide information and services for their clients is also beneficial.

Follow the steps below to complete Chapter 7:

1. Read the chapter.
2. Click on this link to the [Chapter 7 PowerPoint presentation](#)

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. Read and review the important points in the presentation.

3. Click on the link below this paragraph to complete the end-of-chapter "Watch It Now!" video for Chapter 7 "How do you manage your public responsibilities?". These short video clips cover the ethical and legal questions discussed in the chapter. They allow you to put yourself in the place of answering the questions about how you would make the legal and ethical decisions concerning the scenario that is presented.

[Chapter 7 "How do you manage your public responsibilities?" \(Links to an external site.\)Links to an external site.](#)

4. Complete the ten multiple choice/true and false Questions for Review at the end of the chapter and check with the [End of Chapter Exercises Key](#)

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5. Click **Next** to take the [Chapter 7 Quiz](#). Before taking the quiz, make sure you are familiar with the concepts and terms in the chapter.

6. After taking the Quiz, continue to the Chapter 8 instructions.

Chapter 7 Quiz

Instructions

The Chapter 7 Quiz consists of 10 matching and 5 true and false questions. The quiz **must be taken in the classroom** and **will require a password** from your instructor to enter the test. You do not need to be in the LockDown Browser for this test. Review your quiz responses after taking the test, as you will only have one chance to see your results.

Study the concepts and terms in your chapter before taking the quiz. **You must pass the quiz with at least 80% or higher.** If you do not pass with 80% or better, **you can retake the quiz one time** and the highest score will count as your final grade. Review your chapter before taking the quiz the second time.

Chapter 8 - Consent

A client has the right to be in charge of his or her medical care and treatment. To make the best decisions regarding care and treatment, the client should be thoroughly informed. The client can then consent to, refuse, or choose other treatment options. Consent allows clients to determine what will be done with their bodies. Consent can be formal or expressed, requiring a signature; or informal or implied, requiring no formal signature. However, consent must be informed and clients must understand and give permission for any procedure or tests to be performed. Health-care employees and providers should be involved and responsible in making sure the client has been thoroughly informed before consenting to any medical care or treatment. Confusion or lack of understanding on the part of the client could result in legal ramifications later.

Follow the steps below to complete Chapter 8:

1. Read the chapter.
2. Click on this link to the [Chapter 8 PowerPoint presentation](#)

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. Read and review the important points in the presentation.

3. Click on the link below this paragraph to complete the end-of-chapter "Watch It Now!" video for Chapter 8 "What is your place in the consent process?". These short video clips cover the ethical and legal questions discussed in the chapter. They allow you to put yourself in the place of answering the questions about how you would make the legal and ethical decisions concerning the scenario that is presented.

[Chapter 8: "What is your place in the consent process?" \(Links to an external site.\)Links to an external site.](#)

4. Complete the ten multiple choice/true and false Questions for Review at the end of the chapter and check with the [End of Chapter Exercises Key](#)

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. (Note: The answer to #1 in True or False is incorrect. The answer should be "T.")

5. Click **Next** to take the [Chapter 8 Quiz](#). Before taking the quiz, make sure you are familiar with the concepts and terms in the chapter.

6. Take the [Module 2 Exam](#). This multiple choice/true and false exam will cover the concepts you learned in Chapters 4-8. Review the chapter information, key terms, and Questions for Review to help you prepare for the exam.

7. After completing the Module 2 Exam, continue to Module 3.

Chapter 8 Quiz

Instructions

The Chapter 8 Quiz consists of 10 matching and 5 true and false questions. The quiz **must be taken in the classroom** and **will require a password** from your instructor to enter the test. You do not need to be in the LockDown Browser for this test. Review your quiz responses after taking the test, as you will only have one chance to see your results.

Study the concepts and terms in your chapter before taking the quiz. **You must pass the quiz with at least 80% or higher.** If you do not pass with 80% or better, **you can retake the quiz one time** and the highest score will count as your final grade. Review your chapter before taking the quiz the second time.

Module 2 Exam A- Requires Respondus LockDown Browser

Instructions

The Module 2 Exam covers the material you learned in Chapters 4-8. The test will consist of multiple choice/true and false questions. There are two versions of the Module 2 Exam: Module 2 Exam A and Module 2 Exam B. You will only be given **two chances** to pass this test and must score **80% or higher to pass**.

Take the Module 2 Exam A first. *If you score 80% or higher, you do not need to take Exam B.* **If you score below 80% on Exam A, you must take Exam B.** Before you take Exam B, make sure you have reviewed the material in the chapters again, as this test will be completely different from Exam A. This will be your last attempt and you must receive 80% or higher to master competency for this module!

You **cannot** use your book or any other "test helps" while taking the test, including notes, instructors, other students, the internet, phones, tablets, etc. **The test must be taken in the classroom using the LockDown Browser. Your instructor will need to enter a password before you can access the test.**

If you do not pass Exam A with 80% or higher, click Next to take Exam B. If you pass Exam A with 80% or higher, skip to the next module.

Instructions to use LockDown Browser

LockDown Browser - If you are required to use the Lockdown Browser for your test, follow the instructions below:

Note: LockDown Browser is required for some exams. If LockDown Browser is not installed on your computer, tell your instructor.

1. If you are logged into Canvas, log off and close browser window.
2. On the desktop look for the LockDown Browser (a padlock icon) icon. Double-click the icon.
3. On the Choose Server menu, choose Canvas from the drop down list and click OK.
4. Log into Canvas and select your course.
5. **Make sure you check carefully before you click on the exam link to ensure that you are selecting the correct test.** Once you are in the test, you cannot get out. Your instructor may have a password to get you out of the browser, but you may have to click Submit and you will be given 0% for the test. Your instructor may have to reset the test again at that point.
6. Click on the exam link.
7. Click **Take this exam** link.
8. If a password is required, ask your instructor to put in the password.
9. Read each question and choose the best answer(s).
10. Click the star before the question if you want to come back to it later. The question will be moved to the end of the list.
11. When you have answered all the questions, click the **Submit** button. You will be shown your score. **You must score 80% or higher to pass this test. If you do not pass the test at 80% or higher, you will need to review and study your chapters and take Exam B. You can only retake the test one more time!**
12. If you would like to review the exam as soon as you complete it, just click on the link which says "Review Quiz." If you would like to review it at a later time, you will have to engage the LockDown Browser for the review. Follow Steps 1 through 5.

Module 2 Exam B- Requires Respondus LockDown Browser

Instructions

The Module 2 Exam covers the material you learned in Chapters 4-8. The test will consist of multiple choice/true and false questions. There are two versions of the Module 2 Exam: Module 2 Exam A and Module 2 Exam B. You will only be given **two chances** to pass this test and must score **80% or higher to pass**.

Take the Module 2 Exam A first. *If you score 80% or higher, you do not need to take Exam B.* **If you score below 80% on Exam A, you must take Exam B.** Before you take Exam B, make sure you have reviewed the material in the chapters again, as this test will be completely different from Exam A. This will be your last attempt and you must receive 80% or higher to master competency for this module!

You **cannot** use your book or any other "test helps" while taking the test, including notes, instructors, other students, the internet, phones, tablets, etc. **The test must be taken in the classroom using the LockDown Browser. Your instructor will need to enter a password before you can access the test.**

If you do not pass Exam B with 80% or higher, check with your instructor to see what you should do to pass this module. If you passed Exam B with 80% or higher, click Next to go to the next Module.

Instructions to use LockDown Browser

LockDown Browser - If you are required to use the Lockdown Browser for your test, follow the instructions below:

Note: LockDown Browser is required for some exams. If LockDown Browser is not installed on your computer, tell your instructor.

1. If you are logged into Canvas, log off and close browser window.
2. On the desktop look for the LockDown Browser (a padlock icon) icon. Double-click the icon.
3. On the Choose Server menu, choose Canvas from the drop down list and click OK.
4. Log into Canvas and select your course.
5. **Make sure you check carefully before you click on the exam link to ensure that you are selecting the correct test.** Once you are in the test, you cannot get out. Your instructor may have a password to get you out of the browser, but you may have to click Submit and you will be given 0% for the test. Your instructor may have to reset the test again at that point.
6. Click on the exam link.
7. Click **Take this exam** link.
8. If a password is required, ask your instructor to put in the password.
9. Read each question and choose the best answer(s).
10. Click the star before the question if you want to come back to it later. The question will be moved to the end of the list.
11. When you have answered all the questions, click the **Submit** button. You will be shown your score. **You must score 80% or higher to pass this test. If you do not pass the test at 80% or higher, you will need to review and study your chapters and take Exam B. You can only retake the test one more time!**
12. If you would like to review the exam as soon as you complete it, just click on the link which says "Review Quiz." If you would like to review it at a later time, you will have to engage the LockDown Browser for the review. Follow Steps 1 through 5.

Module 3 Instructions

Module 3 - Workplace Issues

All healthcare workers must be knowledgeable about certain issues in the workplace including creation and care of medical records, billing and collecting for services performed, hiring qualified employees and being aware of state laws and regulations concerning employees, and recognizing the importance of cultural diversity in client interaction. Awareness and knowledge of correct policies and procedures in the workplace will create a more productive, efficient and successful environment for employees and clients.

Module 3 consists of the following chapters:

Chapter 9 - Medical Records

Chapter 10 - Reimbursement and Collection Practices

Chapter 11 - Employment Practices

Chapter 12 - A Cultural Perspective for Health Professionals

Follow the directions for completing each chapter. You will complete chapter activities and quizzes and take a multiple-choice/true and false test at the end of this module.

Chapter 9 - Medical Records

Medical records are an important part of every person's life from birth to death. They carry important client information and data that documents the care given. The creation and care of medical records requires careful attention from the health-care staff because they contain very sensitive information and must be kept private and confidential. Health-care professionals must always remember that the medical record may become a critical document in litigation of what was or was not performed.

Follow the steps below to complete Chapter 9:

1. Read the chapter.
2. Watch the following video about using Electronic Health Records to keep medical records private and secure.

[Electronic Health Records: Privacy and Security \(Links to an external site.\)](#)[Links to an external site.](#) 3. Click on this link to the [Chapter 9 PowerPoint presentation](#)

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. Read and review the important points in the presentation.

4. Click on the link below this paragraph to complete the end-of-chapter "Watch It Now!" video for Chapter 9 "How do you protect the medical record and its contents?". These short video clips cover the ethical and legal questions discussed in the chapter. They allow you to put yourself in the place of answering the questions about how you would make the legal and ethical decisions concerning the scenario that is presented.

[Chapter 9 "How do you protect the medical record and its contents?" \(Links to an external site.\)](#)[Links to an external site.](#)

5. Complete the ten multiple choice/true and false Questions for Review at the end of the chapter and check with the [End of Chapter Exercises Key](#)

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. **Note: The correct answer to Question #3 is "b."**

6. Click **Next** to take the [Chapter 9 Quiz](#). Before taking the quiz, make sure you are familiar with the concepts and terms in the chapter.

7. After taking the Quiz, continue to the Chapter 10 instructions.

Chapter 9 Quiz

Instructions

The Chapter 9 Quiz consists of 10 matching and 5 true and false questions. The quiz **must be taken in the classroom** and **will require a password** from your instructor to enter the test. You do not need to be in the LockDown Browser for this test. Review your quiz responses after taking the test, as you will only have one chance to see your results.

Study the concepts and terms in your chapter before taking the quiz. **You must pass the quiz with at least 80% or higher.** If you do not pass with 80% or better, **you can retake the quiz one time** and the highest score will count as your final grade. Review your chapter before taking the quiz the second time.

Chapter 10 - Reimbursement and Collection Practices

Health-care providers receive reimbursement for their services from many different sources. Billing, reimbursement, and collections are complex and sensitive areas for both clients and health-care professionals. Clients need to be educated about their responsibilities for payment of their medical bills, their insurance benefits, and their consumer rights. Successful practice management, billing, and collections require knowledgeable personnel who understand the complex characteristics of how reimbursement is made and the numerous laws related to reimbursement and collections.

Follow the steps below to complete Chapter 10:

1. Read the chapter.
2. Click on this link to the [Chapter 10 PowerPoint presentation](#). Read and review the important points in the presentation.
3. Click on the link below this paragraph to complete the end-of-chapter "Watch It Now!" video for Chapter 10 "Can you be successful in collections?". These short video clips cover the ethical and legal questions discussed in the chapter. They allow you to put yourself in the place of answering the questions about how you would make the legal and ethical decisions concerning the scenario that is presented.

[Chapter 10 "Can you be successful in collections?" \(Links to an external site.\)Links to an external site.](#)

4. Complete the ten multiple choice/true and false Questions for Review at the end of the chapter and check with the [End of Chapter Exercises Key](#)

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5. Click **Next** to take the [Chapter 10 Quiz](#). Before taking the quiz, make sure you are familiar with the concepts and terms in the chapter.

6. After taking the Quiz, continue to the Chapter 11 instructions.

Chapter 10 Quiz

Instructions

The Chapter 10 Quiz consists of 10 matching and 5 true and false questions. The quiz **must be taken in the classroom** and **will require a password** from your instructor to enter the test. You do not need to be in the LockDown Browser for this test. Review your quiz responses after taking the test, as you will only have one chance to see your results.

Study the concepts and terms in your chapter before taking the quiz. **You must pass the quiz with at least 80% or higher.** If you do not pass with 80% or better, **you can retake the quiz one time** and the highest score will count as your final grade. Review your chapter before taking the quiz the second time.

Chapter 11 - Employment Practices

One of the most important functions of the clinic manager and provider will be hiring qualified, educated, and credentialed employees and keeping them. A number of important areas of consideration and tasks to perform before successful and effective hiring takes place include: creating a policy manual, establishing personnel policies, determining job descriptions for each position, locating the best employee for the position, conducting effective interviews, selecting candidates to fulfill the practice's needs, evaluating employees on a regular basis, and keeping employees for the long term. Individuals involved in the hiring process must also be knowledgeable of state and federal work and employment regulations.

Follow the steps below to complete Chapter 11:

1. Read the chapter.
2. Click on this link to the [Chapter 11 PowerPoint presentation](#). Read and review the important points in the presentation.
3. Click on the link below this paragraph to complete the end-of-chapter "Watch It Now!" video for Chapter 11 "Can you treat everyone fairly and without discrimination?". These short video clips cover the ethical and legal questions discussed in the chapter. They allow you to put yourself in the place of answering the questions about how you would make the legal and ethical decisions concerning the scenario that is presented.

[Chapter 11 "Can you treat everyone fairly and without discrimination?" \(Links to an external site.\)Links to an external site.](#)

4. Complete the ten multiple choice/true and false Questions for Review at the end of the chapter and check with the [End of Chapter Exercises Key](#)

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. **Note: The answer to #5 should be "e" all of the above.**

5. Click **Next** to take the [Chapter 11 Quiz](#). Before taking the quiz, make sure you are familiar with the concepts and terms in the chapter.
6. After taking the Quiz, continue to the Chapter 12 instructions.

Chapter 11 Quiz

Instructions

The Chapter 11 Quiz consists of 10 matching and 5 true and false questions. The quiz **must be taken in the classroom** and **will require a password** from your instructor to enter the test. You do not need to be in the LockDown Browser for this test. Review your quiz responses after taking the test, as you will only have one chance to see your results.

Study the concepts and terms in your chapter before taking the quiz. **You must pass the quiz with at least 80% or higher.** If you do not pass with 80% or better, **you can retake the quiz one time** and the highest score will count as your final grade. Review your chapter before taking the quiz the second time.

Chapter 12 - A Cultural Perspective for Health Professionals

Health-care providers should recognize the importance of cultural diversity in every client interaction and should evaluate their behavior so that their actions reflect sensitivity to differences, attentive listening, and a respectful, nonjudgmental attitude. The goal should be to remain as free from prejudice as possible, thus allowing open examination of all sides of an issue. Help clients find options suitable to them, and compromise over treatment goals and modalities whenever possible.

Follow the steps below to complete Chapter 12:

1. Read the chapter.
2. Click on this link to the [Chapter 12 PowerPoint presentation](#). Read and review the important points in the presentation.
3. Click on the link below this paragraph to complete the end-of-chapter "Watch It Now!" video for Chapter 12 "Are you sensitive to other cultures?". These short video clips cover the ethical and legal questions discussed in the chapter. They allow you to put yourself in the place of answering the questions about how you would make the legal and ethical decisions concerning the scenario that is presented.

[Chapter 12 "Are you sensitive to other cultures?" \(Links to an external site.\)Links to an external site.](#)

4. Complete the ten multiple choice/Fill in the Blank Questions for Review at the end of the chapter and check with the [End of Chapter Exercises Key](#)

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. **Note: The correct answer for #4 is "e."**

5. Click **Next** to take the [Chapter 12 Quiz](#). Before taking the quiz, make sure you are familiar with the concepts and terms in the chapter.
6. Take the [Module 3 Exam](#). This multiple choice/true and false exam will cover the concepts you learned in Chapters 9-12. Review the chapter information, key terms, and Questions for Review to help you prepare for the exam.
7. After completing the Module 3 Exam, continue to Module 4.

Chapter 12 Quiz

Instructions

The Chapter 12 Quiz consists of 10 matching and 5 true and false questions. The quiz **must be taken in the classroom** and **will require a password** from your instructor to enter the test. You do not need to be in the LockDown Browser for this test. Review your quiz responses after taking the test, as you will only have one chance to see your results.

Study the concepts and terms in your chapter before taking the quiz. **You must pass the quiz with at least 80% or higher.** If you do not pass with 80% or better, **you can retake the quiz one time** and the highest score will count as your final grade. Review your chapter before taking the quiz the second time.

Module 3 Exam A- Requires Respondus LockDown Browser

Instructions

The Module 3 Exam covers the material you learned in Chapters 9-12. The test will consist of multiple choice/true and false questions. There are two versions of the Module 3 Exam: Module 3 Exam A and Module 3 Exam B. You will only be given **two chances** to pass this test and must score **80% or higher to pass.**

Take the Module 3 Exam A first. *If you score 80% or higher, you do not need to take Exam B.* **If you score below 80% on Exam A, you must take Exam B.** Before you take Exam B, make sure you have reviewed the material in the chapters again, as this test will be completely different from Exam A. This will be your last attempt and you must receive 80% or higher to master competency for this module!

You **cannot** use your book or any other "test helps" while taking the test, including notes, instructors, other students, the internet, phones, tablets, etc. **The test must be taken in the classroom using the LockDown Browser. Your instructor will need to enter a password before you can access the test.**

If you do not pass Exam A with 80% or higher, click Next to take Exam B. If you pass Exam A with 80% or higher, skip to the next module.

Instructions to use LockDown Browser

LockDown Browser - If you are required to use the Lockdown Browser for your test, follow the instructions below:

Note: LockDown Browser is required for some exams. If LockDown Browser is not installed on your computer, tell your instructor.

1. If you are logged into Canvas, log off and close browser window.
2. On the desktop look for the LockDown Browser (a padlock icon) icon. Double-click the icon.
3. On the Choose Server menu, choose Canvas from the drop down list and click OK.
4. Log into Canvas and select your course.
5. **Make sure you check carefully before you click on the exam link to ensure that you are selecting the correct test.** Once you are in the test, you cannot get out. Your instructor may have a password to get you out of the browser, but you may have to click Submit and you will be given 0% for the test. Your instructor may have to reset the test again at that point.
6. Click on the exam link.
7. Click **Take this exam** link.
8. If a password is required, ask your instructor to put in the password.

9. Read each question and choose the best answer(s).
10. Click the star before the question if you want to come back to it later. The question will be moved to the end of the list.
11. When you have answered all the questions, click the **Submit** button. You will be shown your score. **You must score 80% or higher to pass this test. If you do not pass the test at 80% or higher, you will need to review and study your chapters and take Exam B. You can only retake the test one more time!**
12. If you would like to review the exam as soon as you complete it, just click on the link which says "Review Quiz." If you would like to review it at a later time, you will have to engage the LockDown Browser for the review. Follow Steps 1 through 5.

Module 3 Exam B- Requires Respondus LockDown Browser

Instructions

The Module 3 Exam covers the material you learned in Chapters 9-12. The test will consist of multiple choice/true and false questions. There are two versions of the Module 3 Exam: Module 3 Exam A and Module 3 Exam B. You will only be given **two chances** to pass this test and must score **80% or higher to pass**.

Take the Module 3 Exam A first. *If you score 80% or higher, you do not need to take Exam B.* **If you score below 80% on Exam A, you must take Exam B.** Before you take Exam B, make sure you have reviewed the material in the chapters again, as this test will be completely different from Exam A. This will be your last attempt and you must receive 80% or higher to master competency for this module!

You **cannot** use your book or any other "test helps" while taking the test, including notes, instructors, other students, the internet, phones, tablets, etc. **The test must be taken in the classroom using the LockDown Browser. Your instructor will need to enter a password before you can access the test.**

If you do not pass Exam B with 80% or higher, check with your instructor to see what you should do to pass this module. If you passed Exam B with 80% or higher, click Next to go to the next Module.

Instructions to use LockDown Browser

LockDown Browser - If you are required to use the Lockdown Browser for your test, follow the instructions below:

Note: LockDown Browser is required for some exams. If LockDown Browser is not installed on your computer, tell your instructor.

1. If you are logged into Canvas, log off and close browser window.
2. On the desktop look for the LockDown Browser (a padlock icon) icon. Double-click the icon.
3. On the Choose Server menu, choose Canvas from the drop down list and click OK.
4. Log into Canvas and select your course.
5. **Make sure you check carefully before you click on the exam link to ensure that you are selecting the correct test.** Once you are in the test, you cannot get out. Your instructor may have a password to get you out of the browser, but you may have to click Submit and you will be given 0% for the test. Your instructor may have to reset the test again at that point.
6. Click on the exam link.
7. Click **Take this exam** link.
8. If a password is required, ask your instructor to put in the password.
9. Read each question and choose the best answer(s).

10. Click the star before the question if you want to come back to it later. The question will be moved to the end of the list.
11. When you have answered all the questions, click the **Submit** button. You will be shown your score. **You must score 80% or higher to pass this test. If you do not pass the test at 80% or higher, you will need to review and study your chapters and take Exam B. You can only retake the test one more time!**
12. If you would like to review the exam as soon as you complete it, just click on the link which says "Review Quiz." If you would like to review it at a later time, you will have to engage the LockDown Browser for the review. Follow Steps 1 through 5.

Module 4 Instructions

Module 4 - Bioethical Issues

All healthcare workers must be knowledgeable about certain issues in the workplace including creation and care of medical records, billing and collecting for services performed, hiring qualified employees and being aware of state laws and regulations concerning employees, and recognizing the importance of cultural diversity in client interaction. Awareness and knowledge of correct policies and procedures in the workplace will create a more productive, efficient and successful environment for employees and clients.

Module 4 consists of the following chapters:

Chapter 13 - Allocation of Scarce Medical Resources

Chapter 14 - Genetic Engineering

Chapter 15 - Reproductive Issues

Chapter 16 - End of Life Issues

Follow the directions for completing each chapter. You will complete chapter activities and quizzes and take a multiple-choice/true and false test and a Final Exam at the end of this module.

Chapter 13 - Allocation of Scarce Medical Resources

Distribution or allocation of available health-care resources and whether people who should have health care are able to receive or access that care are major bioethical concerns in today's society. Influences, such as economics, geographic location, availability of health-care professionals, politics, and insurance coverage, determine both allocation and access to health care. It is important to help clients recognize what services are available to them and to help them determine where or how to access other services if needed. Improving health care should be the primary goal.

Follow the steps below to complete Chapter 13:

1. Read the chapter.
2. Click on this link to the [Chapter 13 PowerPoint presentation](#)

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- . Read and review the important points in the presentation.

3. Click on the link below this paragraph to complete the end-of-chapter "Watch It Now!" video for Chapter 13 "How do you choose when there really is no choice?". These short video clips cover the ethical and legal questions discussed in the chapter. They allow you to put yourself in the place of answering the questions about how you would make the legal and ethical decisions concerning the scenario that is presented.

[Chapter 13 "How do you choose when there really is no choice?" \(Links to an external site.\)Links to an external site.](#)

4. Complete the ten multiple choice/Fill in the Blank Questions for Review at the end of the chapter and check with the [End of Chapter Exercises Key](#)

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5. Click **Next** to take the [Chapter 13 Quiz](#). Before taking the quiz, make sure you are familiar with the concepts and terms in the chapter.

6. After taking the Quiz, continue to the Chapter 14 instructions.

Chapter 13 Quiz

Instructions

The Chapter 13 Quiz consists of 10 matching and 5 true and false questions. The quiz **must be taken in the classroom** and **will require a password** from your instructor to enter the test. You do not need to be in the LockDown Browser for this test. Review your quiz responses after taking the test, as you will only have one chance to see your results.

Study the concepts and terms in your chapter before taking the quiz. **You must pass the quiz with at least 80% or higher.** If you do not pass with 80% or better, **you can retake the quiz one time** and the highest score will count as your final grade. Review your chapter before taking the quiz the second time.

Chapter 14 - Genetic Engineering

Genetic screening, testing, therapy, counseling, and tissue research are delicate topics. Recent advances in genetic engineering are raising legal and ethical concerns never before considered. Scientific developments and advances in technology are giving rise to moral and social issues of considerable complexity. Because genetic engineering is continually evolving, it is imperative that health professionals remain knowledgeable and up to date on scientific discoveries. Privacy, confidentiality, compassion, and care are watch words for health-care professionals.

Follow the steps below to complete Chapter 14:

1. Read the chapter.
2. Watch the following videos about the ethical and moral dilemma that came about from using human cells from Henrietta Lacks, for genetic testing and research, without her consent. Her "HeLa" cells are considered "immortal" because they don't die like normal cells do after a period of time.

[Rebecca Skloot: The Story of HeLa \(Links to an external site.\)Links to an external site.](#)

[CBS News: Henrietta Lacks: Her DNA fueled medical breakthroughs \(Links to an external site.\)Links to an external site.](#)

3. Click on this link to the [Chapter 14 PowerPoint presentation](#)

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. Read and review the important points in the presentation.

4. Click on the link below this paragraph to complete the end-of-chapter "Watch It Now!" video for Chapter 14 "Do you have a role in genetic engineering?". These short video clips cover the ethical and legal questions discussed in the chapter. They allow you to put yourself in the place of answering the questions about how you would make the legal and ethical decisions concerning the scenario that is presented.

[Chapter 14 "Do you have a role in genetic engineering?" \(Links to an external site.\)Links to an external site.](#)

5. Complete the ten multiple choice/Fill in the Blank Questions for Review at the end of the chapter and check with the [End of Chapter Exercises Key](#)

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. **Note: The answer to #3 should be "b."**

6. Click **Next** to take the [Chapter 14 Quiz](#). Before taking the quiz, make sure you are familiar with the concepts and terms in the chapter.

7. After taking the Quiz, continue to the Chapter 15 instructions.

Chapter 14 Quiz

Instructions

The Chapter 14 Quiz consists of 10 matching and 5 true and false questions. The quiz **must be taken in the classroom** and **will require a password** from your instructor to enter the test. You do not need to be in the LockDown Browser for this test. Review your quiz responses after taking the test, as you will only have one chance to see your results.

Study the concepts and terms in your chapter before taking the quiz. **You must pass the quiz with at least 80% or higher.** If you do not pass with 80% or better, **you can retake the quiz one time** and the highest score will count as your final grade. Review your chapter before taking the quiz the second time.

Chapter 15 - Reproductive Issues

There are a number of reproductive issues in today's world including, but not limited to, female genital mutilation, contraception, sterilization, abortion, assisted reproduction, and access to reproductive health information. Generally, the issues directly affect the lives of mostly women, but can also affect the rights of a partner, the unborn, and in some cases a donor. When women's rights to make choices about their lives is threatened, the legal community is called into action and there may be strong bioethical debate and passionate opinions on both sides of the issue. Resolutions to any of the reproductive health issues will never satisfy everyone. Healthcare professionals can embrace their own personal ethics and beliefs, but must be understanding of those whose choices

may be different, treat clients in a professional, understanding, and compassionate manner, and participate only within the law.

1. Read the chapter.
2. Click on this link to the [Chapter 15 PowerPoint presentation](#)

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. Read and review the important points in the presentation.

3. Click on the link below this paragraph to complete the end-of-chapter "Watch It Now!" video for Chapter 15 "Can you be objective and compassionate when you disagree?". These short video clips cover the ethical and legal questions discussed in the chapter. They allow you to put yourself in the place of answering the questions about how you would make the legal and ethical decisions concerning the scenario that is presented.

[Chapter 15 "Can you be objective and compassionate when you disagree?" \(Links to an external site.\)Links to an external site.](#)

4. Complete the ten multiple choice/Fill in the Blank Questions for Review at the end of the chapter and check with the [End of Chapter Exercises Key](#)

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. **Note: The correct answer for #3 is "b" rather than "d" as shown in the answer key.**

5. Click **Next** to take the [Chapter 15 Quiz](#). Before taking the quiz, make sure you are familiar with the concepts and terms in the chapter.

6. After taking the Quiz, continue to the Chapter 16 instructions.

Chapter 15 Quiz

Instructions

The Chapter 15 Quiz consists of 10 matching and 5 true and false questions. The quiz **must be taken in the classroom** and **will require a password** from your instructor to enter the test. You do not need to be in the LockDown Browser for this test. Review your quiz responses after taking the test, as you will only have one chance to see your results.

Study the concepts and terms in your chapter before taking the quiz. **You must pass the quiz with at least 80% or higher.** If you do not pass with 80% or better, **you can retake the quiz one time** and the highest score will count as your final grade. Review your chapter before taking the quiz the second time.

Chapter 16 - End of Life Issues

No one escapes death. From the moment of birth, each day of life moves a person closer to death. While treating clients, healthcare professionals may find themselves involved in legal and ethical dilemmas related to end-of-life

issues. Choices about dying are best made while living whenever possible. Clients who willingly and openly discuss their beliefs and wishes concerning their own deaths should be encouraged to complete living wills, advance directives, and durable power of attorney documents and seek legal counsel, if appropriate. Legal documents should be executed and shared with loved ones, family members, and health professionals in order to ensure that personal wishes are followed. If death can be viewed as another stage in life, even if the final one, it will be easier to have this discussion and abide by the wishes of the clients within legal parameters.

Follow the steps below to complete Chapter 16:

1. Read the chapter.
2. Watch the following video about End of Life decisions.

[Issues in Geriatric Medicine 1: End-Of-Life Discussion \(Links to an external site.\)Links to an external site.](#)

3. Click on this link to the **[Chapter 16 PowerPoint presentation](#)**. Read and review the important points in the presentation.
4. Click on the link below this paragraph to complete the end-of-chapter "Watch It Now!" video for Chapter 16 "Are you familiar with end-of-life issues?". These short video clips cover the ethical and legal questions discussed in the chapter. They allow you to put yourself in the place of answering the questions about how you would make the legal and ethical decisions concerning the scenario that is presented.

[Chapter 16 "Are you familiar with end-of-life issues?" \(Links to an external site.\)Links to an external site.](#)

5. Complete the ten multiple choice/Fill in the Blank Questions for Review at the end of the chapter and check with the **[End of Chapter Exercises Key](#)**

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6. Click **Next** to take the **[Chapter 16 Quiz](#)**. Before taking the quiz, make sure you are familiar with the concepts and terms in the chapter.
7. Take the **[Module 4 Exam](#)**. This multiple choice/true and false exam will cover the concepts you learned in Chapters 13-16. Review the chapter information, key terms, and Questions for Review to help you prepare for the exam.
8. After completing the Module 4 Exam, continue to the **[Final Exam](#)**.

Chapter 16 Quiz

Instructions

The Chapter 16 Quiz consists of 10 matching and 5 true and false questions. The quiz **must be taken in the classroom** and **will require a password** from your instructor to enter the test. You do not need to be in the LockDown Browser for this test. Review your quiz responses after taking the test, as you will only have one chance to see your results.

Study the concepts and terms in your chapter before taking the quiz. **You must pass the quiz with at least 80% or higher.** If you do not pass with 80% or better, **you can retake the quiz one time** and the highest score will count as your final grade. Review your chapter before taking the quiz the second time.

Module 4 Exam A- Requires Respondus LockDown Browser

Instructions

The Module 4 Exam covers the material you learned in Chapters 13-16. The test will consist of multiple choice/true and false questions. There are two versions of the Module 4 Exam: Module 4 Exam A and Module 4 Exam B. You will only be given **two chances** to pass this test and must score **80% or higher to pass**.

Take the Module 4 Exam A first. *If you score 80% or higher, you do not need to take Exam B.* **If you score below 80% on Exam A, you must take Exam B.** Before you take Exam B, make sure you have reviewed the material in the chapters again, as this test will be completely different from Exam A. This will be your last attempt and you must receive 80% or higher to master competency for this module!

You **cannot** use your book or any other "test helps" while taking the test, including notes, instructors, other students, the internet, phones, tablets, etc. **The test must be taken in the classroom using the LockDown Browser. Your instructor will need to enter a password before you can access the test.**

If you do not pass Exam A with 80% or higher, click Next to take Exam B. If you pass Exam A with 80% or higher, skip Module 4 Exam B, and review Chapters 1-16 and take the Final Exam.

Instructions to use LockDown Browser

LockDown Browser - If you are required to use the Lockdown Browser for your test, follow the instructions below:

Note: LockDown Browser is required for some exams. If LockDown Browser is not installed on your computer, tell your instructor.

1. If you are logged into Canvas, log off and close browser window.
2. On the desktop look for the LockDown Browser (a padlock icon) icon. Double-click the icon.
3. On the Choose Server menu, choose Canvas from the drop down list and click OK.
4. Log into Canvas and select your course.
5. **Make sure you check carefully before you click on the exam link to ensure that you are selecting the correct test.** Once you are in the test, you cannot get out. Your instructor may have a password to get you out of the browser, but you may have to click Submit and you will be given 0% for the test. Your instructor may have to reset the test again at that point.
6. Click on the exam link.
7. Click **Take this exam** link.
8. If a password is required, ask your instructor to put in the password.
9. Read each question and choose the best answer(s).
10. Click the star before the question if you want to come back to it later. The question will be moved to the end of the list.
11. When you have answered all the questions, click the **Submit** button. You will be shown your score. **You must score 80% or higher to pass this test. If you do not pass the test at 80% or higher, you will need to review and study your chapters and take Exam B. You can only retake the test one more time!**
12. If you would like to review the exam as soon as you complete it, just click on the link which says "Review Quiz." If you would like to review it at a later time, you will have to engage the LockDown Browser for the review. Follow Steps 1 through 5.

Module 4 Exam B- Requires Respondus LockDown Browser

Instructions

The Module 4 Exam covers the material you learned in Chapters 13-16. The test will consist of multiple choice/true and false questions. There are two versions of the Module 4 Exam: Module 4 Exam A and Module 4 Exam B. You will only be given **two chances** to pass this test and must score **80% or higher to pass**.

Take the Module 4 Exam A first. *If you score 80% or higher, you do not need to take Exam B.* **If you score below 80% on Exam A, you must take Exam B.** Before you take Exam B, make sure you have reviewed the material in the chapters again, as this test will be completely different from Exam A. This will be your last attempt and you must receive 80% or higher to master competency for this module!

You **cannot** use your book or any other "test helps" while taking the test, including notes, instructors, other students, the internet, phones, tablets, etc. **The test must be taken in the classroom using the LockDown Browser. Your instructor will need to enter a password before you can access the test.**

If you do not pass Exam B with 80% or higher, check with your instructor to see what you should do to pass this module. If you passed Exam B with 80% or higher, review Chapters 1-16 and click Next to take the Final Exam.

Instructions to use LockDown Browser

LockDown Browser - If you are required to use the Lockdown Browser for your test, follow the instructions below:

Note: LockDown Browser is required for some exams. If LockDown Browser is not installed on your computer, tell your instructor.

1. If you are logged into Canvas, log off and close browser window.
2. On the desktop look for the LockDown Browser (a padlock icon) icon. Double-click the icon.
3. On the Choose Server menu, choose Canvas from the drop down list and click OK.
4. Log into Canvas and select your course.
5. **Make sure you check carefully before you click on the exam link to ensure that you are selecting the correct test.** Once you are in the test, you cannot get out. Your instructor may have a password to get you out of the browser, but you may have to click Submit and you will be given 0% for the test. Your instructor may have to reset the test again at that point.
6. Click on the exam link.
7. Click **Take this exam** link.
8. If a password is required, ask your instructor to put in the password.
9. Read each question and choose the best answer(s).
10. Click the star before the question if you want to come back to it later. The question will be moved to the end of the list.
11. When you have answered all the questions, click the **Submit** button. You will be shown your score. **You must score 80% or higher to pass this test. If you do not pass the test at 80% or higher, you will need to review and study your chapters and take Exam B. You can only retake the test one more time!**
12. If you would like to review the exam as soon as you complete it, just click on the link which says "Review Quiz." If you would like to review it at a later time, you will have to engage the LockDown Browser for the review. Follow Steps 1 through 5.

Final Exam Instructions

The Final Exam covers the material you learned in Chapters 1-16. The test will consist of multiple choice/true and false questions. There are two versions of the Final Exam: Final Exam A and Final Exam B. You will only be given **two chances** to pass this test and must score **80% or higher to pass**.

Take the Final Exam A first. *If you score 80% or higher, you do not need to take Exam B.* **If you score below 80% on Exam A, you must take Exam B.** Before you take Exam B, make sure you have reviewed the material in the chapters again, as this test will be completely different from Exam A. This will be your last attempt and you must receive 80% or higher to master competency!

You **cannot** use your book or any other "test helps" while taking the test, including notes, instructors, other students, the internet, phones, tablets, etc. **The test must be taken in the classroom using the LockDown Browser. Your instructor will need to enter a password before you can access the test.**

When you have completed the Module Exams and the Final Exam with 80% or higher, you have mastered competency for this course and will receive an MC grade. Congratulations on completing Medical Law and Ethics!

Final Exam A- Requires Respondus LockDown Browser

Instructions

The Final Exam covers the material you learned in Chapters 1-16. The test will consist of multiple choice/true and false questions. There are two versions of the Final Exam: Final Exam A and Final Exam B. You will only be given **two chances** to pass this test and must score **80% or higher to pass**.

Take the Final Exam A first. *If you score 80% or higher, you do not need to take Exam B.* **If you score below 80% on Exam A, you must take Exam B.** Before you take Exam B, make sure you have reviewed the material in the chapters again, as this test will be completely different from Exam A. This will be your last attempt and you must receive 80% or higher to master competency!

You **cannot** use your book or any other "test helps" while taking the test, including notes, instructors, other students, the internet, phones, tablets, etc. **The test must be taken in the classroom using the LockDown Browser. Your instructor will need to enter a password before you can access the test.**

If you do not pass Final Exam A with 80% or higher, review chapters 1-16 and click [Next](#) to take Final Exam B.

Instructions to use LockDown Browser

LockDown Browser - If you are required to use the Lockdown Browser for your test, follow the instructions below:

Note: LockDown Browser is required for some exams. If LockDown Browser is not installed on your computer, tell your instructor.

1. If you are logged into Canvas, log off and close browser window.
2. On the desktop look for the LockDown Browser (a padlock icon) icon. Double-click the icon.
3. On the Choose Server menu, choose Canvas from the drop down list and click OK.
4. Log into Canvas and select your course.
5. **Make sure you check carefully before you click on the exam link to ensure that you are selecting the correct test.** Once you are in the test, you cannot get out. Your instructor may have a password to get you out of the browser, but you may have to click Submit and you will be given 0% for the test. Your instructor may have to reset the test again at that point.
6. Click on the exam link.

7. Click **Take this exam** link.
8. If a password is required, ask your instructor to put in the password.
9. Read each question and choose the best answer(s).
10. Click the star before the question if you want to come back to it later. The question will be moved to the end of the list.
11. When you have answered all the questions, click the **Submit** button. You will be shown your score. **You must score 80% or higher to pass this test. If you do not pass the test at 80% or higher, you will need to review and study your chapters and take Exam B. You can only retake the test one more time!**
12. If you would like to review the exam as soon as you complete it, just click on the link which says "Review Quiz." If you would like to review it at a later time, you will have to engage the LockDown Browser for the review. Follow Steps 1 through 5.

Final Exam B- Requires Respondus LockDown Browser

Instructions

The Final Exam covers the material you learned in Chapters 1-16. The test will consist of multiple choice/true and false questions. There are two versions of the Final Exam: Final Exam A and Final Exam B. You will only be given **two chances** to pass this test and must score **80% or higher to pass**.

Take the Final Exam A first. *If you score 80% or higher, you do not need to take Exam B.* **If you score below 80% on Exam A, you must take Exam B.** Before you take Exam B, make sure you have reviewed the material in the chapters again, as this test will be completely different from Exam A. This will be your last attempt and you must receive 80% or higher to master competency!

You **cannot** use your book or any other "test helps" while taking the test, including notes, instructors, other students, the internet, phones, tablets, etc. **The test must be taken in the classroom using the LockDown Browser. Your instructor will need to enter a password before you can access the test.**

If you do not pass Exam B with 80% or higher, check with your instructor to see what you should do to receive competency on the Final exam.

Instructions to use LockDown Browser

LockDown Browser - If you are required to use the Lockdown Browser for your test, follow the instructions below:

Note: LockDown Browser is required for some exams. If LockDown Browser is not installed on your computer, tell your instructor.

1. If you are logged into Canvas, log off and close browser window.
2. On the desktop look for the LockDown Browser (a padlock icon) icon. Double-click the icon.
3. On the Choose Server menu, choose Canvas from the drop down list and click OK.
4. Log into Canvas and select your course.
5. **Make sure you check carefully before you click on the exam link to ensure that you are selecting the correct test.** Once you are in the test, you cannot get out. Your instructor may have a password to get you out of the browser, but you may have to click Submit and you will be given 0% for the test. Your instructor may have to reset the test again at that point.
6. Click on the exam link.
7. Click **Take this exam** link.

8. If a password is required, ask your instructor to put in the password.
9. Read each question and choose the best answer(s).
10. Click the star before the question if you want to come back to it later. The question will be moved to the end of the list.
11. When you have answered all the questions, click the **Submit** button. You will be shown your score. **You must score 80% or higher to pass this test. If you do not pass the test at 80% or higher, you will need to review and study your chapters and take Exam B. You can only retake the test one more time!**
12. If you would like to review the exam as soon as you complete it, just click on the link which says "Review Quiz." If you would like to review it at a later time, you will have to engage the LockDown Browser for the review. Follow Steps 1 through 5.